



Privacy Statement for FSC Database of Candidates and Working Group Members

Introduction:

Thank you for applying for this Working Group at FSC. We at FSC Group¹ (“FSC”, “we”, “us”) respect your privacy and want you to understand how we collect, use, and share personal data about you in compliance with applicable data protection laws in relation to the use of the FSC Database of Candidates and Working Group Members.

This Privacy Statement covers our data collection practices and describes your rights to access, correct, or restrict our use of your personal data. Except where we provide you a link to a different privacy statement or reference to other privacy documentation, this Privacy Statement applies when you submit your data through the Application Form when applying for a Working Group in FSC.

Table of Contents:

1. [Service Description](#)
2. [What Personal Data We Collect](#)
3. [How We Collect Your Personal Data](#)
4. [How We Use Your Personal Data](#)
5. [Who We Share Your Personal Data With](#)
6. [How Long We Keep Your Personal Data](#)
7. [Security](#)
8. [Your Rights](#)
9. [Cookies and similar technologies](#)
10. [How To Contact Us](#)
11. [Changes in our Privacy Statement](#)

1. Service Description

The FSC Database of Candidates and Working Group Members is a computer-based database which primarily functions are storing personal data that Candidates provided in the Application Form when applying for an FSC Working Group, the evaluation of Candidates and the evaluation of Members of FSC

¹ The relevant members of FSC Group provide services via FSC Connect Portal can be Forest Stewardship Council A.C., registered in Calle Margarita Maza de Juárez #422, Col. Centra, 68000 Oaxaca, Mexico, FSC Global Development GmbH, registered in Adenauerallee 134, 53113 Bonn, Germany, or FSC International Center GmbH, registered in Adenauerallee 134, 53113 Bonn, Germany.



Working Groups. The Database will be stored internally by FSC and will not be published on the internet or intranet.

The duties of hosting, maintenance and data processing are conducted by FSC International Center (Performance and Standards Unit).

FSC is the '**controller**' of the personal data you provide to FSC through the Application Form when applying for an FSC Working Group and Microsoft Office acts in a function of a '**processor**' .

2. What Personal Data We Collect

In order to provide the Services, we may need to collect or store some personal data. The personal data we process can include the following:

- Full name (title, first name, middle name, last name)
- Gender
- Age Group (an age range is provided)
- Country of Residence
- Region
- Legal and full address
- E-mail
- Education
- Position
- Organisation
- FSC Chamber (if any)
- FSC Sub-chamber (if any)
- Explanation on how did you learn about this opportunity
- Answers to questions on specific requirements for each Working Group related to: Technical skills, Soft Skills, Contribution and Engagement

We will not collect any personal data from you that we do not need in order to enable and oversee your role for FSC Working Groups.

3. How We Collect Your Personal Data

We process personal data provided to us directly by you through your Application Form when applying for an FSC Working Group. You are responsible to provide accurate, complete and up-to-date information in your application to an FSC Working Group.

If the personal data you provided needs to be corrected, please, send a new Application Form to the respective Project Coordinator



4. How We Use Your Personal Data

We are using your personal data and evaluations of your application and performance to communicate with you and improve the formation of FSC Working Groups, which ultimately will assist FSC to fulfil its Strategy, Mission and Vision. We can also share your data with the FSC network partners on a need-to-basis.

In detail, we can use your personal data to ensure your role for the FSC Working Groups (Art. 6 para. 1 lit. a GDPR), further, to improve and update our services, communicate with you, secure against fraud and abuse, troubleshoot issues and as necessary for safety and integrity based on our legitimate interest (Art. 6 para. 1 lit. f GDPR). In addition, we use your personal data as is required by law (Art. 6 para. 1 lit. c) GDPR).

5. Who We Share Your Personal Data With

The personal data we receive from you in your Application Form will be transferred to an internal Database. Evaluations of your application and performance will also be part of this Database. This database will be accessed by staff of the Performance and Standards Unit. Data can only be shared to other Units in Bonn or other FSC network partners on a case-by-case basis.

If the personal data that we collect from you needs to be transferred to and processed by a processor based outside of the European Economic Area (EEA), we will take steps, such as including contractual clauses into our contracts with such processors or controllers, that would ensure that your personal data is safe and treated securely and in accordance with this Privacy Statement. Other than that, we do not share the personal data with other third parties, unless described in this Privacy Statement or is required to do so by law.

6. How Long We Keep Your Personal Data

We will keep your personal data for maximum of 7 years following the submission of your latest Application Form to an FSC Working Group. Upon your request, we provide you with information about the personal data we hold about you. Furthermore, upon request we rectify or delete your personal data, as far as no statutory storage requirements apply. For details on your rights, please see the respective section below.

7. Security

We are committed to ensuring the privacy of your personal data. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the personal data we collect from you.



8. Your Rights

We would like to make sure you are fully aware of all your data protection rights. You are entitled to the following:

- **The right to access** enables you to receive information on whether we process your personal data as well as a copy of the personal data we process about you.
- **The right to rectification** enables you to have any incomplete or inaccurate personal data we hold about you corrected, though we may need to verify the accuracy of the new personal data you provide to us.
- **The right to erasure** enables you to ask us to delete or remove personal data where there is not a good reason or legitimate interest for us to continue to process it.
- **The right to restrict processing** enables you to ask us to suspend the processing of your personal data under specific circumstances.
- **The right to data portability** enables you to request that we provide you or a third party of your choosing with the personal data which you have provided to us (in a structured, commonly used, machine-readable format).
- **The right to object** enables you to object to our processing of your personal data where we rely on our legitimate interest as legal basis. In some cases, we may demonstrate that we have compelling legitimate grounds to process your personal data which override your rights and freedoms.
- **The right to make a complaint** to the competent data protection authority. We would, however, appreciate the chance to deal with your concerns so if you have any questions or concerns regarding our processing of your personal data please contact us at privacy@fsc.org.

If you would like to exercise one of your data protection rights, please do not hesitate to contact us at privacy@fsc.org or our Data Protection Officer at the contact details set out below.

9. Cookies and Similar Technologies

What are cookies?

Like many other websites, we also use "cookies". Cookies are text files placed on your computer, to help the website analyse how users use the site. This automatically gives us certain personal data, such as IP address, browser used, operating system from your computer and your connection to the Internet.

How do we use cookies?

Only the people from within the FSC Network (which may include affiliates of FSC IC (collectively, "FSC")) will use this information. We do keep track of the countries and domains from which people visit us, the



browser and/or Internet Service Provider used and other related data. We analyse this data for trends and statistics. We do not collect any personal data and user sessions are anonymous.

Please be informed that we collect the same cookies as when you visit a FSC international website on <https://fsc.org/en/page/legal-notice> , Section “3. Privacy Policy Statement”, subsection “3.1.5 Cookies”. This cookie list is being updated there regularly. “Necessary” cookies will always be active when you visit an FSC website as they enable the full functionality of the website. However, it is up to your decision to choose which further cookies should be activated via a cookies banner.

10. How to Contact Us

If you have questions about this Privacy Statement, the personal data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us:

Email us at: privacy@fsc.org

Postal Address and further company details:

IT Development and Maintenance:

FSC Global Development GmbH

FSC International IT Services

Adenauerallee 134 · 53113 Bonn · Germany

Phone: +49 (0) 228 367 66-0,

Fax: +49 (0) 228 367 66-30

Managing Director: Kim Bering Becker Carstensen

Commercial register: Bonn HRB 15990

VAT-Ident-No: DE258067376

If you have a complaint about our use of your personal data, please contact our Data Protection Officer to address your complaint:

Scheja & Partner Rechtsanwälte

Mr. Boris Reibach

Adenauerallee 136, 53113 Bonn

Tel.: +49 (0) 228-227 226-0

Fax: +49 (0) 228-227 226-26

E-mail: info@scheja-partner.de

Contact form: <http://www.scheja-partner.de/kontakt/kontakt.html>

Website: www.scheja-partner.de



11. Changes to our Privacy Statement

We reserve the right to unilaterally change this Privacy Statement from time to time to ensure that it complies with current legal requirements or to implement changes to our Services in the Privacy Statement, for example, when introducing new services. Please make sure to check the Privacy Statement regularly.

This Privacy Statement was last updated on 1 March 2021.